

**Questionnaire Submission** 

# **Overview & Highlights**

# Important Notes to keep in mind:

- The Questionnaire template can only be filled out with Microsoft Office Excel.
- If you receive an upload error when trying to upload your completed Questionnaire to Bonfire, try downloading a new copy of the template and filling that one out instead. The Buyer might have changed some of the questions from when you last downloaded the template.
- When copying & pasting responses or comments from another file, always paste into the formula bar along the top of the spreadsheet and not the cell directly. Pasting in the cell could cause a formatting issue and render your template invalid for upload.
- Questionnaire responses and comments are limited to text only; images or emoticons are unable to be processed.

# **Quick Resources**

# Video Walkthrough

Detailed training: Check out our full training video on submitting a Questionnaire.

**Quick Video:** Check out our high-level overview video, which contains a walkthrough of the <u>Vendor Registration</u> and <u>Submission</u> process.

## **Bonfire Resources/Articles:**

- How do I fill out a Questionnaire template?
- Why is this Ouestionnaire Protected?

# **Questionnaire Submission Process**

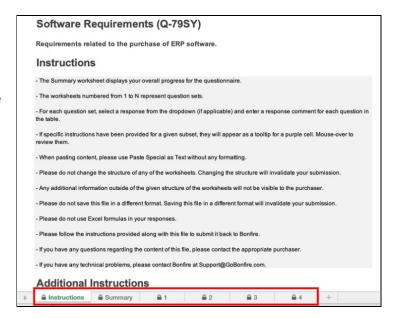
#### **Accessing the Questionnaire**

☐ In Step 1 of creating a submission, select the download icon to download the Questionnaire template.



# Filling out the Questionnaire

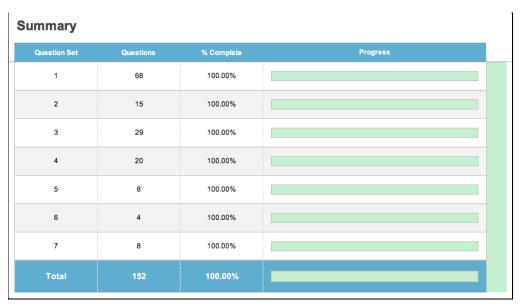
☐ Upon opening the template, you will see the instructions, a progress Summary tab, and tabs for the various Question Sets. Be sure to read the instructions before you begin answering any of the questions.



Select the "1" tab to view the first Question Set and respond to the Questions within that set. Once you have satisfied all of the responses for a question, the progress bar for that question will turn green.

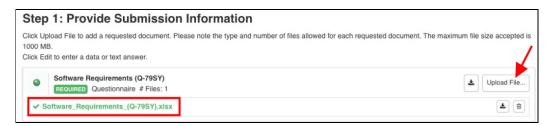


- ☐ Continue this process with the remaining questions and any other Question Sets listed; in this case, Sets 2, 3, and 4.
- Once you have completed the Questionnaire and responded to each question and Question Set, navigate to the **Summary** tab to make sure you didn't miss anything. All the progress bars should be green. Don't forget to **Save** the file!



# **Uploading the Questionnaire**

■ Back in Bonfire, you can now upload the completed Excel file to the corresponding Requested Information slot.



## **Submission Check**

☐ Complete the remaining Requested Information slots and do a final check that you have all of your information filled out and files uploaded (green validation circles)

#### Submit & Finalize

□ Check off "I understand that I can't change any of the submission details or documents once the project closes." box and click on the "Submit & Finalize My Submission" button.

□ CONGRATULATIONS on completing your
Submission! You will now be directed to the
Submission Receipt

## Step 2: Submit & Finalize

☑ I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

## **Post Submission Resources**

- Can I revise my submission?
- How do I find my submission confirmation?
- Finding Award Information